



## **Staff Report**

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RESOLUTION APPROVING PLANS AND SPECIFICATIONS, AUTHORIZING ADVERTISEMENT FOR SEALED BIDS, APPROVING AWARD OF CONTRACT TO THE LOWEST RESPONSIBLE BIDDER FOR AN AMOUNT NOT TO EXCEED \$75,000, APPROVING A CONSTRUCTION CONTINGENCY NOT TO EXCEED \$7,500, AUTHORIZING A SUPPLEMENTAL APPROPRIATION TO THE FISCAL YEAR 2008 BUDGET, AND AUTHORIZING THE CITY MANAGER TO EXECUTE A CONTRACT FOR THE PENTHOUSE REMOVAL, REPAIR TO THE STRUCTURE AND ROOF FOR THE MANOR HOUSE RESTORATION PROJECT, CITY CONTRACT NUMBER 483

Honorable Chair and Board Members:

### **Summary**

The Redevelopment Agency has provided staff direction to remove the penthouse on the Manor House and to repair the roof as part of the restoration of the Manor House. Staff is requesting the Redevelopment Agency to approve the plans, authorize going out to bid, and approve the award of a contract to undertake this work.

### **Background**

The Redevelopment Agency provided staff with direction to remove the penthouse on the Manor House and repair the structure and roof as necessary to the building's original configuration. In addition, the Redevelopment Agency directed staff to reorient the former Police Department bathrooms to the Manor House and patch and paint the entire structure in time for the 100<sup>th</sup> Anniversary celebration scheduled in October, 2008.

### **Discussion**

The removal of the penthouse and the repairs to the roof and structure are the first aspects of the project. It is essential the work be completed prior to the winter rains to insure a water tight structure and eliminate the existing leaks that exist in the building. It is an ambitious, but doable, time schedule to undertake the demolition and make the necessary repairs prior to the up coming winter rains.

### **General Plan/Vision Statement**

No impact.

### **Fiscal Impact**

The cost to undertake the work is estimated to be \$75,000 plus a contingency of \$7,500 for a total of \$82,500. There are three potential funding sources for this project: 1) General Facilities 2) Redevelopment and 3) Planned Park.

The preferred funding source is the City's General Facilities Fund. This fund is intended to fund repairs on the City's facilities, including the Manor House. Assuming this project was approved, there is sufficient funding in the General Facilities Fund for this purpose. However, the fund would be reduced to \$287,228 by June 30, 2008. Again, approval of this action would require a supplemental appropriation for adoption at the FY 2008 Mid-Year Review.

An alternative is the use of Redevelopment Funds as the building is in a state of disrepair and blighted. That decision, however, is being reviewed by Redevelopment Agency for legal conformance. In the event the project passes legal review and the Agency Directors concur with the use of the Redevelopment funds for this purpose, a supplemental appropriation for this project is required. The supplemental appropriation will be prepared as part of the FY 2008 Mid-Year Budget Review.

The remaining funding alternative is the Planned Park Fund. Presently, there is no unallocated balance in this fund. Should this funding source be selected, existing projects would have to be deferred or cancelled. Approval of this funding source would require staff to bring back an action plan which could be accomplished as part of the FY 2008 Mid-Year Review.

The recommended funds to finance this project in the amount of \$82,500 will come from 308-4194-8030-9020.

### **Public Contact**

The publication and posting of City Council agenda.

### **Recommendation**

It is recommended that the City Council approve the plans and specifications, authorize advertisement for sealed bids, approve award of contract to the lowest responsible bidder for an amount not to exceed \$75,000, approve a contingency not to exceed \$7,500, authorize a supplemental appropriation for adoption at the FY 2008 mid-year budget review and authorize the City Manager to execute a contract for the penthouse removal, repair to the structure and roof to the Manor House, Manor House Restoration Project, City Contract Number 483.

### **Alternatives**

1. Take no action.
2. Select an alternative funding source.
3. Refer back to staff for additional information.
4. Deny approval.

**Attachments**

A. Resolution

Respectfully submitted,

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Raymond E. Davis III, PE, PTOE  
Public Works Director

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Jack R. Crist  
City Manager

**Staff Contact:**

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RESOLUTION NO. \_\_\_\_\_

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BELMONT APPROVING PLANS AND SPECIFICATIONS, AUTHORIZING ADVERTISEMENT FOR SEALED BIDS, APPROVING AWARD OF CONTRACT TO THE LOWEST RESPONSIBLE BIDDER FOR AN AMOUNT NOT TO EXCEED \$75,000, APPROVING A CONSTRUCTION CONTINGENCY NOT TO EXCEED \$7,500, AUTHORIZING A SUPPLEMENTAL APPROPRIATION TO THE FISCAL YEAR 2008 BUDGET, AND AUTHORIZING THE CITY MANAGER TO EXECUTE A CONTRACT FOR THE PENTHOUSE REMOVAL, REPAIR TO THE STRUCTURE AND ROOF FOR THE MANOR HOUSE RESTORATION PROJECT, CITY CONTRACT NUMBER 483**

**WHEREAS,** the Redevelopment Agency has provided staff direction to remove the penthouse on the Manor House, repair the structure and roof as necessary to the building's original configuration; and,

**WHEREAS,** the Redevelopment Agency directed staff to reorient the former Police Department bathrooms to the Manor House and patch and paint the entire structure; and,

**WHEREAS,** the removal of the penthouse and the repairs to the roof and structure are the first aspects of the project; and,

**WHEREAS,** the recommended funds to finance this project in the amount of \$82,500 will come from 308-4194-8030-9020; and,

**WHEREAS,** the City Council authorize an amendment to the FY 2008 Mid-Year Budget and approval of a supplemental appropriation for adoption at the FY 2008 Mid-Year Budget Review.

**NOW, THEREFORE, BE IT RESOLVED** that the City Council of the City of Belmont approves the plans and specifications, authorizes advertisement for sealed bids, approves award of contract to the lowest responsible bidder for an amount not to exceed \$75,000, approves a contingency not to exceed \$7,500, authorizes a supplemental appropriation to the Fiscal Year 2008 budget and authorizes the City Manager to execute a contract for the penthouse removal, repair to the structure and roof for the Manor House Restoration Project, City Contract Number 483.

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I hereby certify that the foregoing Resolution was duly and regularly passed and adopted by the City Council of the City of Belmont at a regular meeting thereof held on October 9, 2007 by the following vote:

AYES, COUNCILMEMBERS: \_\_\_\_\_

NOES, COUNCILMEMBERS: \_\_\_\_\_

ABSTAIN, COUNCILMEMBERS: \_\_\_\_\_

ABSENT, COUNCILMEMBERS: \_\_\_\_\_

\_\_\_\_\_  
CLERK of the City of Belmont

APPROVED:

\_\_\_\_\_  
MAYOR of the City of Belmont

